

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post PANAMA	2. Agency INL SECTION	3a. Position Number INL 97-620124		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) <u>NAS-09, Secretary (Procurement Agent)</u> (Title) <u>120</u> (Series) <u>FSN-7</u> (Grade)</div> <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) <u>Duties and responsibilities updated by American supervisor on (4/6/16)</u>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority HRO	Travel Clerk - 0910	FSN-6; FP-08	TO	05/22/13
b. Other				
c. Proposed by Initiating Office INL	Travel Coordinator	FSN-6		
6. Post Title of Position (if different from official title) Travel Coordinator		7. Name of Employee		
8. Office/Section International Narcotics and Law Enforcement		a. First Subdivision International Narcotics and Law Enforcement		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position The Travel Coordinator for the International Narcotics and Law Enforcement Affairs (INL) Section manages the travel arrangements and processing for INL Panama programs, including regional programs such as the Central America Police Program (CAPP). The Travel Coordinator also manages INL-funded travel in support of other U.S. agencies at post and oversees the proper operation of the INL regional travel contractor. The Travel Coordinator will be supervised by the section's Narcotics Control Officer . The work performed by the Travel Coordinator contributes to the overall success of INL.				
14. MAJOR DUTIES AND RESPONSIBILITIES				

85% of time

a. Travel Coordinator duties:

Individual is the Primary Travel Coordinator for INL Panama and is responsible for organizing the logistics and travel arrangements related to temporary duty and invitational travel assignments for office staff and international visitors, including hotel and flight reservations. Maintains files and records and performs general office work.

Prepares and reviews travel itineraries for all personnel in INL Panama, INL's Central America Police Program (CAPP), and Panamanian and other foreign officials sponsored for programs funded by the U.S. Government (USG). Prepares and processes travel advances and reimbursements.

Monitors and oversees the proper operation of the INL regional travel contractor, National Center for State Courts (NCSC).

Audits travel authorizations and vouchers prior to approval in accordance with USG travel regulations. As appropriate, based on the type of traveler, creates an authorization through the Government E2 travel system, purchase orders or individual travel grants. Reconciles all reimbursement vouchers using the E2 system.

Reviews Unliquidated Obligations (ULOs) and delinquent E2 travel lists monthly and quarterly.

Resolves travel problems, arranges the logistics for each training event, and provides travel assistance as needed.

Serves as Liaison for travel matters between INL Panama and other sections and U.S. agencies at post, such as Drug Enforcement Administration, Customs and Border Protection, Internal Revenue Service, Homeland Security Investigations, and the U.S. Embassy's Political and Economic Sections and Regional Security Office. Assists those organizations' administrative assistants to create travel authorizations or, if required, manages their travel arrangements personally.

Process travel requests for INL training using Fixed Amount Awards (FAA) in compliance with Office of Personnel Management and Department of State grant regulations.

10% of time

Perform as back up for Leahy Vetting issues.

Perform as back up for the Petty Cash Cashier.

5% of time

Other related duties as assigned

NOTA: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

High School graduate required.

b. Prior Work Experience:

Two years of experience in the travel field or in the clerical field is required.

c. Post Entry Training:

On the job training. Travel Policies and Procedures at Post (PA-244), Travel Preparation and Regulations (PK-195), E2 Solutions Arranger (PK-196) and Travel Policy, Regulations and Allowances, Leahy Vetting, Credit Card Use and Grant training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level III good working knowledge speaking/reading English and Level II Spanish is required.

e. Job Knowledge:

Know general travel policies, such as permissible charges under U.S. federal travel regulations, permissible itineraries under the Fly America Act, and limits of INL Panama's assistance and liability. Must have operational knowledge of Microsoft Office. Must operate desktop computer, scanner, phone, fax and copier as part of normal work duties.

f. Skills and Abilities:

Excellent communication and customer service skills. Must be able to negotiate and deal tactfully while effectively working with people at different levels, including U.S. Embassy personnel and host country officials. Ability to work under pressure and exercise sound judgment. Ability to work in a team environment. Innovative thinking and approach to improve methods and procedures is required.

16. Position Elements

a. Supervision Received:

Directly supervised by INL Narcotics Control Officer and receives daily work guidance and oversight from the Administrative Assistant.

b. Supervision Exercised:

None.

c. Available Guidelines:

INL Procedures and policies. Post policies and procedures. Standardized regulations, Foreign Travel regulations, Joint Travel Regulations, Department of State travel regulations (3 FAM, 6 FAM, 14 FAM) Airline guides and customs/immigration regulations and policies.

d. Exercise of Judgment:

Must exercise good judgment when providing travel regulations advice.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

None.

g. Time Expected to Reach Full Performance Level:

One year